

VISTA Cost Share Sponsor Refund Review

Bottom line VISTA cost share credit balances are eligible for refund to the legal sponsor of record in cases where:

1. The sponsor has requested a refund
2. The project is in "Being Closed" or "Closed" eGrants status and there are no cost share members serving or expected to begin serving in another project under the same sponsor
3. The credit balance has been verified by Accounting and Financial Management Services (AFMS) and documented as outlined below
4. The Director of AFMS or his designee has approved the refund

Sponsor Name: _____ Sponsor EIN: _____

CSO: _____ Date Request Received: ____/____/____

ATTACHMENTS:

- | | |
|---|---|
| <input type="checkbox"/> Sponsor request, required | <input type="checkbox"/> Open Cost Share Billing Crystal Report (OCSBR), required |
| <input type="checkbox"/> Current Account Statement--eGrants Phase II (CAS), required | <input type="checkbox"/> Completed CNCS State Office Cost Share Refund Validation Form, required |
| <input type="checkbox"/> Cash Receipts Crystal Report (CRR), required | |

REVIEW:

The amount requested by the sponsor relative to the bottom line balance on the CAS:

Amount of Refund Requested by Sponsor	Current Bottom Line Balance on CAS

The bottom line amount paid on the CAS must equal the bottom line amount paid per the CCR:

Bottom Line Amount Paid on the CAS	Bottom Line Amount Paid per the CCR

Are there any open invoice amounts on the OCSBR? **Y or N**

Are there any missing invoices listed on the "Generate Missing Invoices" report? **Y or N or NA**

Tier 1 review conducted by:

_____ Signature	_____ Title	____/____/____ Date
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Tier 2 review conducted by:

_____ Signature	_____ Title	____/____/____ Date
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Refund approved by:

_____ Signature	_____ Title	____/____/____ Date
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POST-APPROVAL PROCESS:

1. Notify the sponsor the refund has been approved for \$ _____ and request ACH information: ____/____/____
2. Close related NSH ticket: ____/____/____
3. Receive ACH information: ____/____/____
4. Provide ACH information to Financial Systems Branch: ____/____/____
5. Request that the Budget Office create a miscellaneous obligation (MO) in MOM: ____/____/____
6. Financial Operations Branch uses the MO to create the payment voucher (PV): ____/____/____
7. Financial Operations Branch processes the PV immediately: ____/____/____
8. Scan and save complete refund documentation package to shared drive: ____/____/____